

Library Assistant – Portland

Hours: 20 hours/week (.5 FTE)

Accountability: Director of Library and Information Services

Position Summary: Provide first-line assistance to patrons and generally support the work of the library. General duties include greeting and assisting patrons, checking out/in books, answering phones, reshelving books, and special projects as assigned.

Essential Functions:

- Manage the circulation desk when other staff are not present
- Perform circulation activities, such as checking books in and out, renewing materials, collecting holds, etc.
- Arrange and reshelve books and other materials
- Open/close library as scheduled
- Assist patrons via phone or in person with general issues (like using the copier) and answer basic research questions
- Other duties and projects as may be assigned by the library staff
- May be asked to occasionally commute to Warner Pacific (1.1 miles away) to pick up/deliver ILL items. Reliable, personal transportation would be required. One would be eligible for mileage reimbursement if using a personal motor vehicle.

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Must be people-oriented, friendly, service-oriented, responsible, and flexible about being interrupted by patrons.
- Must be detail-oriented, organized, and able to work effectively without supervision.
- Prior experience with customer service and/or libraries is preferred.
- Able to carry up to 25 lbs. up and down stairs.